



Food Processing, Marketing and Co-operation Grant Scheme non-capital projects (co-operation, marketing and feasibility)

For official use only	
Case reference number	Date received

Notes for guidance

- Before completing this form, read the full scheme guidance on the [Food Processing & Marketing Grant Scheme Website](#).
- Complete the form in full, if the information requested is not applicable, please write 'N/A'. If the application is incomplete it will be returned to you, if this is after the application closure date your application may not be processed until the next funding round.
- Failure to provide accurate information may result in recovery of all grant paid, with interest.
- Email your completed application form and supporting documentation to the Food and Drink grants team. If you are unable to submit your completed application and supporting documents by email, then please contact the Food & Drink Grants Team. Please be aware we will be unable to start processing your application until all supporting documentation has been received.

Food Processing, Marketing and Co-operation grant scheme team
 B1 Spur
 Saughton House
 Broomhouse Drive
 Edinburgh
 EH113XD

Email: FoodProcessingGrant_Enquiries@gov.scot

IMPORTANT

Grant funding will not be approved or paid should you **incur costs** (with the exception of preliminary costs detailed in the scheme guidance) or **start work** before you receive our written approval to do so.



Scottish Rural
Development
Programme

Part 1 – Your details

1.1 Business details (As registered with RPID – business registration form (PF01)).

Business name

Contact name

Postcode

Business reference number (BRN) Issued by RPID

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Local authority

1.2 Business contact in case of enquiries – (If different to that at 1.1, you must register this with RPID – business mandate form (PF05)).

Contact name

Position

Telephone number

Email address

1.3 Advisory firms (If relevant, you must register this with RPID – business mandate form (PF05)).

Agent ID – If you don't have an agent ID, you must complete a business mandate form.

Firm's name

Adviser's name

Address

Postcode

Telephone number

Email address

Please indicate if you wish the adviser to be the primary contact rather than the business contact (provided at 1.1 or 1.2).

☐

Yes

☐

No

1.4 Status of applicant/s

Please indicate the status of the applicant/s	Tick as appropriate
Partnership	<input type="checkbox"/>
Informal group	<input type="checkbox"/>
Formal group	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Specify:

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1.5 If a partnership or group, please list the names and addresses of all the partners/group members.

	Partner/Group member 1	Partner/Group member 2	Partner/Group member 3
Contact			
Company name			
Address			
Telephone number			
Fax number			
Email			

Part 2 – Current business information

2.1 Connections to Russia/Belarus

Does your business retain any links to Russia and/or Belarus?

If your application is a partnership application, this question applies to all businesses involved in the partnership.

☐

Yes

☐

No

If you answered “yes”, please provide details.

2.2 Compliance with Employment Law

Have you been convicted of any offences under the Agricultural Wages (Scotland) Act 1949, or the National Minimum Wage Act 1998 in the last 12 months?

This applies to the business as a whole, and to any company or individual with an ownership stake in the business applying for FPMC support.

☐

Yes

☐

No

If you answered “yes”, please provide details.

2.3 Sector		
Please indicate the main primary agricultural sector which your business supports (i.e. cheese supports dairy sector, whisky supports the cereal sector etc.).		
	Tick as appropriate	
Cereal	<input type="checkbox"/>	
Dairy	<input type="checkbox"/>	
Eggs	<input type="checkbox"/>	
Fruit and veg	<input type="checkbox"/>	
Meat – please specify beef/pork/poultry	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

2.4 Business/enterprise size (if part of a larger group this may have an impact on the enterprise size – details of group to be provided at 2.4).		Tick as appropriate
Micro	0-9 employees, balance sheet less than or equal to €2 million or turnover less than or equal to €2 million	<input type="checkbox"/>
Small	10-49 employees, balance sheet less than or equal to €10 million or turnover less than or equal to €10 million	<input type="checkbox"/>
Medium	50-249 employees, balance sheet less than or equal to €43 million or turnover less than or equal to €50 million	<input type="checkbox"/>
Large	250 or more employees, balance sheet greater than €43 million or turnover greater than €50 million	<input type="checkbox"/>

2.5 Turnover and employment details of business applying for funding									
Please provide the current turnover of the business and the total employment details as shown in the latest finalised/audited annual accounts.									
Date of financial year end: mm/yy:					<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
¹ Annual turnover					<input type="text"/>				
¹ Total assets					<input type="text"/>				
² Please provide copies of your most recent finalised/audited annual accounts for the business covering the *last three financial years and tick the box to confirm these have been provided.					<input type="checkbox"/>				
Where your financial year end was more than six months ago, management accounts to cover this period are required. Please tick the box to confirm these have been provided.					<input type="checkbox"/>				
*Number of employees – full-time equivalent (FTE)					<input type="text"/>				
*If applicable provide details of seasonal jobs (FTE)					<input type="text"/>				
<p>* Please complete this section in terms of full-time equivalents (FTE).</p> <p>Full-time job (FT) = 30 hours or more per week</p> <p>Part-time job (PT) = 15 hours or more per week</p> <p>Two part-time jobs of 15 hours or more per week = one FTE</p> <p>Seasonal jobs = equivalent to 0.25 FTE</p>									
<p>¹ If the business is a start-up, the net assets and turnover criteria may not apply</p> <p>² With the exception of businesses set-up within the last three years it should be noted that failure to provide the accounts may result in the application being rejected.</p>									

2.6 Holding or parent company									
If the business is part of a larger group, give the current turnover and employment details for the ultimate holding or parent company – where applicable this information will also be used to determine the enterprise size.									
The latest finalised/audited accounts of the holding/parent company are required.									
Holding/parent company name			<input type="text"/>						
Holding/parent company financial year end: mm/yy					<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Turnover					<input type="text"/>				
Please confirm the latest audited accounts have been provided:					<input type="checkbox"/>				
*Number of employees – full-time equivalent (FTE)					<input type="text"/>				
*If applicable provide details of seasonal jobs (FTE)					<input type="text"/>				
<p>* Please complete this section in terms of Full-time Equivalents (FTE).</p> <p>Full-time job (FT) = 30 hours or more per week</p> <p>Part-time job (PT) = 15 hours or more per week</p> <p>Two part-time jobs of 15 hours or more per week = one FTE</p> <p>Seasonal jobs = equivalent to 0.25 FTE</p>									

2.7 Other public funding previously awarded/received by all partnership/group members

Please list awards of financial assistance from Scottish Government and associated agencies:

- FPMC 2007-2013 and FPMC 2014-2020 awards
- Any other public sector funding over the previous three years (Scottish Government/Scottish Enterprise/Highlands and Islands Enterprise etc.)

De minimis (small amounts of state aid that do not require European Commission approval) – if you are unaware you should contact the relevant awarding body and they will confirm.

Awarding body	Year of award	Amount of award (£)	Brief project description	De minimis Y/N
				<input type="checkbox"/> / <input type="checkbox"/>
				<input type="checkbox"/> / <input type="checkbox"/>
				<input type="checkbox"/> / <input type="checkbox"/>
				<input type="checkbox"/> / <input type="checkbox"/>
				<input type="checkbox"/> / <input type="checkbox"/>
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2.8 Equal opportunities

Please provide details regarding how your business has considered equal opportunities, including consideration of any barriers which have been identified.

Part 3 – Details of proposed project

3.1 Please confirm which type of project grant support is being applied for:

Co-operation	<input type="checkbox"/>
Local marketing	<input type="checkbox"/>
Feasibility	<input type="checkbox"/>
Marketing - including national fairs and shows	<input type="checkbox"/>
Innovation - including clusters, process and organisation	<input type="checkbox"/>
Training	<input type="checkbox"/>

3.2 Business Plan

Please confirm if you have submitted a business plan along with your application, this is not mandatory however if available we would encourage it to be submitted.

☐ Yes ☐ N/A

3.3 Summary of business

Please provide details of the business background.

3.4 Address of project site

(If different from main location of the business detailed at Q1.1)

Local authority

Address

Postcode

3.5 New project

Please give a description of the project; this should include the rationale for undertaking the work.

3.6 Need for funding

Please provide details explaining why FPMC/public support is needed – this requires to be supported by an investment appraisal considered and endorsed by management board or finance director/ accountant statement.

Please tick to confirm an investment appraisal and supporting statement have been provided. ☐

3.7 Employment Please detail the number of:	Jobs maintained	Jobs created	N/A
* Number of full-time jobs maintained and those created as a result of the proposed project.			<input type="checkbox"/>
* Number of part-time jobs maintained and those created as a result of the proposed project (FTE).			<input type="checkbox"/>
* Number of seasonal jobs maintained and those created as a result of the proposed project (FTE).			<input type="checkbox"/>
* Please complete this section in terms of full-time equivalents (FTE). Full-time job (FT) = 30 hours or more per week Part-time job (PT) = 15 hours or more per week Two part-time jobs of 15 hours or more per week = one FTE Seasonal jobs = equivalent to 0.25 FTE			
Provide any other information you feel supports your application regarding employment			

3.8 Fair Working Practices

Please set out the fair working practices already in place within your business.

3.9 Fair Work First

Please set out the actions you will take to embed fair working practices - as outlined by the Scottish Government's Fair Work First Policy - within your organisation over the course of the grant.

3.10 Current/existing markets

Please provide details of your current markets, including your five largest customers over the previous two years and their percentage of the overall financial sales.

Where relevant you should also provide details of additional factors such as:

- local/short supply chains etc
- co-operation/collaboration with suppliers, markets/consumers
- provenance
- sustainability
- accessibility
- healthier food and drink products

3.11 New products/new markets

Will the project lead to the manufacture of new products and/or develop new markets?

If yes provide information which should include consideration of factors such as:

- forecasted additional value (£) of new products.
- what effects will the project have on the products and markets of other companies at a local or national level?
- how has the business prepared for new/emerging markets etc
- marketing/markets
- supply/demand

3.12 Innovation – products, branding and/or processing techniques

Will the project lead to the development of innovative products, branding and/or processing techniques? If yes, please give details.

3.13 Local Economy

Please set out how your proposed project will benefit local supply chains, for example:

- Shortening supply chains
- Increased use of local produce/raw materials
- Increased use of local markets for selling the final product
- Making use of locally sourced by-products
- Benefits to the wider local economy

3.14 Environmental Sustainability

Please set out the actions already taken within your business to reduce and minimise its' environmental impact, and support Scotland's requirement to reach net zero emissions by 2045.

3.15 Transition to Net Zero

Provide information setting out how your proposed project will support Scotland's requirement to achieve net zero emissions by 2045, by reducing the ratio of emissions to product produced – for example:

- Embedding circular economy principles
- Use of more efficient machinery
- Use of renewable energy
- Reducing the amount of waste in the production process
- Reduction in food miles
- Reduction in waste produced
- Sustainable sourcing of inputs
- Shortened supply chains

3.16 Health

Please describe how your business/project/products will contribute to a healthy balanced diet – for example, by supporting the Revised Scottish Dietary Goals by reducing calories, fat, saturated fat, sugars and/or salt. Please provide details, including dates, targets and actions etc of aspects which:

- have already been introduced
- which are planned to be introduced
- support the procurement of healthier products for sectors where nutritional standards have been set, e.g. healthcare settings and schools

Alcohol – there are specific conditions for alcohol-related projects which are detailed in the scheme guidance, please confirm you have read and understood these conditions.

☐ Yes ☐ N/A

Part 4 – Outcomes, timescales and finances

Be aware that work **must not** commence until **after** you have been notified that you can do so.

Please make sure dates provided below take into account:

- assessment appraisal time
- potential approval date (approx. three months from the application closure date)
- outstanding planning permission/building warrants which need to be obtained
- any other regulatory requirements e.g. SEPA consent etc

4.1 Proposed objectives/outcomes

Please provide details of the objectives/outcomes as a result of this project expected three years following completion, such as:

- jobs created
- jobs safeguarded
- additional sales/product lines etc
- increase in turnover
- amount of calories, fat, sugar or salt removed from your products
- embedding fair working practices

Please note – these objectives/outcomes will be considered against the other information provided within this application and will also be used to monitor successful projects following completion. So **please make sure they are measurable** (i.e. “Create five FTE jobs by December 2021”). Please add lines/pages as required.

	Objective/outcome description (add additional lines as required)	Target date - mm/yy (max. years following completion)
1		
2		
3		
4		
5		
6		

	Objective/outcome description (add additional lines as required)	Target date - mm/yy (max. years following completion)
7		
8		
9		
10		

4.2 Estimated start and completion dates

Expected start date (mm/yy)

Expected completion date (mm/yy)

4.3 Milestones

Within the above timetable, please set out the schedule of activities through to completion.

Description	Start Date – mm/yy

Description	Start Date – mm/yy

4.4 Business forecast/projections for three years following completion (Co-operation and Marketing projects only)

Tick to confirm detailed profit and loss, cash-flow projections and balance sheet projection have been provided in support of these projections – this may be a separate document or part of a business plan. ☐

Year			
Profit and loss:			
Turnover			
Gross margin			
Net margin before depreciation			
Profit/loss before tax			
Profit/loss after tax			
Balance sheet:			
Fixed assets			
Liquid assets:			
Bank			
Other			
Other current assets:			
Other			
Current liabilities:			
Bank overdraft			
Other			
Net current assets/ (liabilities):			
Long-term liabilities:			
Net assets:			

4.5 Please provide details of the costs of the proposal, broken down by the following categories:

Consultancy costs	
Travel and subsistence	
Research and development	
Product presentation	
Other (please specify)	

4.6 Project costs / Quote tracker. Please use additional pages as required - these can be downloaded from the [Rural Payments and Services website](#).

Costs should be supported by three comparable quotations.

- If **less** than three quotes have been submitted (i.e. no other suppliers or companies refused to quote) please provide justification/evidence.
- If the lowest quote is **not** the preferred quote (i.e. item requires to be compatible with existing equipment) please provide justification/evidence.

[illegible]

4.7 Project funding package

Please give details of how the project will be funded. Written details are required for all overdrafts/loans/other grants etc /other public sector support/other sources of funding, confirming the amount, terms and conditions relating to the financial assistance received. If unavailable at the time of application provision of these will be an additional specific condition of grant if your application is successful. A letter of comfort may be accepted from banks should an offer of FPMC award be required to secure a loan.

Own funds: Own capital/loans/private investment etc.		(£)	Evidence provided
Grants secured/anticipated:		(£)	
Food Processing, Marketing and Co-operation Grant – funding sought			
Is payment of any part of the total eligible costs being sought from, or given by, any other public source? If yes, please provide details below:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other grants:		(£)	Evidence provided
Source	Secured/anticipated		

4.8 Claim dates

If you are awarded grant aid, when will claim(s) for payment(s) be submitted?

Awards will be based on these dates – make sure this information is relevant by taking into consideration submission dates, assessment time and potential award date.

Date of claim (MM/YY)	Amount to be claimed (£)

4.9 Further information

Please give any further information which you feel is relevant to your application and not covered elsewhere.

Part 5 – Declaration (To be completed by ALL applicants)

I hereby apply for grant in respect of the details question 4.6 of this form and declare that:

- I am authorised to sign this application form. Refer to the privacy statement on the Scottish Government website at: <https://www.ruralpayments.org/publicsite/futures/privacy-policy/>
- I undertake to meet all obligations in relation to planning permission and any other certificates or consents required. I also undertake to meet any obligations regarding hygiene, animal welfare and environmental protection that exist at present, or in the future.
- I undertake to notify the Scottish Government in advance of making any changes or modifications/variations to the project as detailed in this application form.
- I confirm that no work on this project has been carried out. Any work on the project will not commence before the date specified in writing by the Scottish Government.
- I understand that the information given in this application may be used for monitoring and evaluation purposes.
- I confirm that the information contained in this application is true to the best of my knowledge and belief. I accept that making a false or misleading statement or a fraudulent claim in relation to this scheme may lead to grant being refused or reclaimed and may lead to prosecution.

Signature

Name (print in block capitals)

Position in business

Date

D	D	M	M	Y	Y	Y	Y
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Agent ID (if appropriate)